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PART--II-- Advertisements, Notices

TRIPURA PUBLIC SERVICE COMMISSION
AGARTALA

Advt. No. 25/2025

NO.F.11(28-6)-Rectt./TPSC/2025-727 Dated, Agartala, the 11th August, 2025.

Online applications are invited from bonafide citizens of India for recruitment to the permanent post of **Personal Assistant, Grade-II (PA-II)** of Tripura Govt. Stenographers' Service (Group-C, Non-Gazetted) under GA (P&T) Department, Govt. of Tripura. In the scale of pay at the level 9 of the Tripura State Pay Matrix { Rs. 5700/--24,000/- + Grade Pay Rs. 2800/- (PB-2) (Pre-revised). The total vacancy positions are given in the table below:-

Vacancies:- All permanent.

Sl. No.	Category	Category wise vacancy	Total
i	UR	42 (including 14 posts reserved for women candidate & 01 post for Ex-SM)	100 (Including 04 posts reserved for persons with disabilities)*
ii	SC	12(including 4 posts reserved for women candidate)	
iii	ST	46(including 16 posts reserved for women candidate & 01 post for Ex-SM)	

The number of vacancy to be filled up is subject to increase or decrease following requisition of the Department.

* In pursuance of GA(P&T) Department letter dated 14.07.2025 , PH posts will be filed up as follows:-

Sl. No.	Sub-category of PH posts	No. of vacancy
1	Low Vision	02 Nos.
2	Hard of Hearing	01 No.
3	Locomotor Disability including Leprocy cured, Dwarfism, Acid attack victims	01 No.

- For detailed classification of PH category please refer "Annexure-II".
- Candidates with Benchmark disabilities will be governed as per the Ministry of Social Justice & Empowerment, Government of India "THE PERSONS WITH DISABILITIES (EQUAL OPPORTUNITIES, PROTECTION OF RIGHT AND FULL PARTICIPATION) ACT, 1995" of the Department of Ministry of Law, Justice and Company Affairs Gazette publication dated 1st January,1996 & subsequent amendments.
- To apply for the aforementioned post, the applicant must have Permanent Resident Certificate of Tripura (PRTC). This is in pursuance of GA(P&T) Department Notification dated 07-07-2023.

The Educational Qualification and Age are mentioned below:-

Educational Qualification:-

a) He/ She shall have passed at least Higher Secondary (H.S+2) or equivalent examination from a recognized Board/University with minimum 35% marks in average or He/ She shall have passed Madhyamik examination with Stenography Course from any ITI with 35% marks in Madhyamik.

b) He/She shall have knowledge of operating Computer and a certificate from any Govt. or Govt. recognized or Govt. registered Institution or University which may be of minimum duration of 3 (three) months.

He/ She shall have proficiency in typing in English on computer and shorthand writing/ transcription with minimum speed of 40 words per minute and 100 words per minute respectively.

c) He/ She shall be of sound physical and mental health and free from any bodily defect which may render him unfit for such appointment;

d) The qualifying marks as mentioned in (a) above is relaxable by 5% marks for all reserved category (SC/ST/Ex-serviceman/P.H) candidates.

Age:- Minimum 18 years & Maximum 40 years as on **23.09.2025** Upper age limit is relaxable by 5(five) years in case of SC/ST/PH candidates and Government Servant. The Government employees belong to ST/SC/PH category shall not get this relaxation over and above the General relaxation of 5 years available to them.

The last date of submission of online application is 23.09.2025 (upto 5.30 PM). The application(s) received after the closing date will not be entertained.

SYLLABUS AND OTHER CONDITIONS OF SELECTION PROCESS:-

(a) As per Service rule the Recruitment process will comprise of three successive stages viz. i) Preliminary Examination of 100 marks (Multiple Choice Type Test OMR based)(Time allowed- 1 ½ hours) ii) Type Writing (using Computer) of 100 marks and Shorthand Writing & Transcription (using Computer) of 200 marks and iii) Main Examination of 250 marks(Conventional Type Test) .

(b) For detailed Syllabus of Preliminary Examination please refer GA(P&T) Department Notification vide No. F.35(11)-GA(P&T)/72(II) dated **14th March 2022.**

(c) A limited no. of candidates, maximum 5 (five) times of total vacant posts (in category wise), will be selected merit wise for Type Writing test & Shorthand Writing & Transcription Test on the basis of the result of Preliminary Examination, subject to securing minimum qualifying marks as fixed by the Commission.

(d) It is also mentioned here that candidate(s) scoring marks equal to that of the last qualified candidate in the Preliminary Examination shall also be called for next stage of the recruitment process.

The Preliminary Examination is a Screening Test only to select candidates for the Type Writing & Shorthand Writing & Transcription Test. The marks obtained in this Examination by the candidates will not be taken into account for the purpose of preparing the final merit list.

(e) Minimum 50% marks will be the qualifying marks in respect of Type Writing & Shorthand Writing & Transcription, relaxable up to 40% in case of SC/ST candidates.

(f) The candidates who will be found qualified in the Type Writing & Shorthand Writing & Transcription test will be called to appear in the Main Examination.

(g) Subject for the Main Examination:-

Subject	Total marks	Time Allowed
Paper-I (English)	100	3 Hours
Paper-II (Bengali or Alternative English)	50	1 ½ Hours
Paper-III (GK & Current Affairs)	100	3 Hours
Grand Total	250	

(h) The Candidates will have to choose Bengali or Alternative English during submission of online application. The Commission will not entertain any request thereafter.

(i) For detailed Syllabus of Main Examination please refer **'Annexure-I'**

(j) The final selection will be made in order of merit on the basis of the marks obtained by a candidate in Main examination plus the marks obtained in the Type Writing & Shorthand Writing & Transcription Test. If a Candidate remains absent himself/herself in the Type Writing or Shorthand Writing or Transcription Test and any paper of the Main Examination, his/her candidature will not be considered for final selection.

(k) In the list of recommendation, merit position of candidates securing equal marks will be finalized as per their seniority of age.

The same procedure is to be followed for preparing waiting List, if there be any.

Further provided that, in the list of recommendation, merit position of candidates securing equal marks in aggregate and also of the same age will be decided on the basis of percentage of marks obtained in the minimum educational qualification prescribed in Recruitment Rules/ Service Rules.

(l) Ranks of the candidates are not prepared for the candidates beyond the recommendation list & wait list (if there be any).

(5) The Examination will be conducted as per the Secondary (Madhyamik) standard.

Other Important information:

1. Online Application Portal:

(a) Candidates will have to submit application through Online Application Portal only. The Commission will not entertain any hard copy application. Before submission of online application, read carefully the instruction to candidates.

(b) Link for Online Application Portal will be available on Commission's website from **29.08.2025** to **23.09.2025 (5.30 PM)**. Before applying for the post, an applicant (New user) shall register his/her bio-data particulars through One Time Profile Registration (OTPR) on the Commission's Website viz. https://tpsc.tripura.gov.in Once applicant registers his/her particulars, a User ID is generated and sent to his/her registered mobile number and email ID. Applicants need to apply for the post using the OTPR User ID through the Commission's website.

(c) Applicants should avoid submitting multiple applications through different registration. However, if due to any unavoidable circumstances, any applicant submits multiple applications then he/she must ensure that the application with latest Application Number is complete in all respect.

(d) In case of multiple applications, the application with latest Application Number shall only be entertained by the Commission and fee paid against one Application Number shall not be adjusted against any other Application Number.

2. (a) With their respective application candidates are not required to upload/submit any certificate/document in support of their claims.

(b) Applicants must be in possession of the prescribed minimum qualification(s) and others for the post on the closing date **(i.e. 23.09.2025)** for submission of online application as mentioned in the advertisement. Their admission at all the stages of examination for which they are admitted for the Preliminary Examination, Type Writing Test & Shorthand Writing Test & Main Examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. Mere issue of admission certificate to the candidate will not imply that his/her candidature has been finally cleared by the Commission.

(c) After publication of result of Preliminary Examination, successful candidates will be asked to submit self attested copies of the relevant documents i.e. Age proof certificate(birth certificate/Admit of Madhyamik), Educational Qualifications (Madhyamik onwards)Mark sheets & Certificates, Permanent Residence Certificate of Tripura (PRTC), Scheduled Tribes/Scheduled Casts/PH/Ex-SM certificate (if any), as per recruitment rule minimum 03 months duration's computer operating Certificate, etc. to the Reception Counter of TPSC or By post addressed to the Secretary, TPSC, Agartala, PIN-799001. Submission of such documents including through post will be allowed up to specified time along with forwarding letter failing which candidature will be treated as cancelled. The Commission will not entertain any documents thereafter.

(d) On scrutiny of documents, if a candidate is found ineligible as per terms and condition of the advertisement (including prescribed recruitment fees), his/ her candidature will be rejected. If the application is not routed Through Proper Channel, at the time of documents submission candidates will have to submit 'No-Objection' certificate failing which his/ her candidature will not be considered for preparation of final merit list. In that No-Objection certificate, it is to be clearly mentioned that your employer has **'No-Objection'** if you are considered for recruitment to the post for which you have applied for.

(3) **Rate of Recruitment Fees:**

(a) Rs. 200/-(Rupees two hundred) for General Candidates and Rs.150/-(Rupees one hundred & fifty) only for ST/SC/ BPL card holders Candidates.

(b) Recruitment fee so deposited, is non-refundable.

(c) If a candidate submits incomplete application in respect of terms & condition of the Advertisement and without requisite recruitment fee, his/her candidature will be rejected.

(4) Decision of the Commission as to the eligibility or otherwise of a candidate at any stage of the selection process shall be final.

(5) Assessment and evaluation of necessary documents done by the Commission shall be final and shall not be open to scrutiny by any external authority.

(6) The Examination venue shall be closed 10 minutes before the Scheduled Commencement of Examination. No candidate shall be allowed entry into the examination venue after closure of entry. No functionary has any direction in this regard.

(7) Candidates are at liberty to making correction(s) in any field(s) of the 'Online Application Form' for the respective advertisement after closing day of submission of online application window of the said advertisement. The window for making correction(s) only will remain open for 7(seven) days from the closing day of submission of 'Online Application Form'.

After completion of such process the Commission will not entertain any application/representation for making correction(s) in any field(s) of the 'Online Application Form'.

(8) Candidates are instructed to visit the Commission's website for information regarding steps of recruitment process time to time.

(9) Mobile Phone/Electronic Gadgets etc. are banned in the Campus of the Examination Premises/Interview Premises. Any Phone/Electronic Gadget found in possession of any candidate in the Examination Premises/Interview premises shall be confiscated forthwith and he/she may be debarred from appearing at the Examination/Interview and also for the Examination(s)/Interview to be conducted by the Commission in future Violation of such instruction will be dealt as per Law.

(10) Any kind of enquiry regarding eligibility criteria, candidates are advised to approach the concerned Government Department. The Commission will not entertain any representation in this regard.

(11)Entry in the Examination hall/Interview Premises with Jacket, Coat, Pull over & this type of garments will not be allowed.

8/8/2025
(S. Mog, IAS)
Secretary,
Tripura Public Service Commission.